



Checklist for MAJOR SITE PLAN APPLICATION

MAJOR SITE PLAN To qualify for this Article, a proposal shall substantially impact any of the general standards or concerns of the Site Plan Regulations and/or have greater than six hundred (600) square feet of additional exterior space.

This Checklist is to be used as a guide for complying with the *Town of Milford* Site Plan Regulations. A completed Checklist shall be submitted as part of the required Site Plan Application. The Planning Board shall make a determination to accept, reject or table an application based on both its review and the review and recommendation of the Department Community Development.

Please fill out this Checklist thoroughly by checking the appropriate box and providing the necessary information.

Waiver Requests: Provide written justification for any waiver requests (citing the appropriate section number of the regulations) or for any boxes checked “not applicable” if the reasons are not apparent. A Waiver Request form is available through the Community Development Department website (<http://planning.milfordnh.info/>) or through the office of Community Development.

The Site Plan Regulations are available online at the department website or for a fee at the Community Development office. If you have any questions, please contact this Office for assistance at (603) 673-7964.

Name of Site Plan Application _____ **Map(s)** _____ **Lot(s)** _____

MAJOR SITE PLAN APPLICATION

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>EXPLANATION</u>
1. A fully executed and signed copy of the application for a Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	1. _____
2. A written statement describing the proposed use in sufficient detail to determine compliance with the provisions of the Site Plan Review Regulations and the Town Ordinance/Regulations in effect.	<input type="checkbox"/>	<input type="checkbox"/>	2. _____
3. Three (3) large copies and one (1) reduced 11" x 17" copy of a plan drawn at a scale sufficient to allow review of the items listed under the following requirements:			
A. Scale, not to be more than 1 inch (1") = 50 feet (50')	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Name, address, and signature of applicant and authorization of owner if different from applicant.	<input type="checkbox"/>	<input type="checkbox"/>	B. _____
C. Name and address of person or firm preparing the plan.	<input type="checkbox"/>	<input type="checkbox"/>	C. _____
D. If located in two or more zones, list current zoning classification of property, and location of district boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	D. _____
E. Property boundary lines and distances of such plotted to scale.	<input type="checkbox"/>	<input type="checkbox"/>	E. _____
F. North arrow, scale, and date.	<input type="checkbox"/>	<input type="checkbox"/>	F. _____
G. Names and addresses of all current abutting property owners.	<input type="checkbox"/>	<input type="checkbox"/>	G. _____
H. The location of all building setbacks required by the Zoning Ordinances by the use of dashed lines and labeled "Minimum Building Setback Line".	<input type="checkbox"/>	<input type="checkbox"/>	H. _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>EXPLANATION</u>
I. The lot area of the parcel, street, frontage and the Zoning requirements for minimum lot size and minimum street frontage.	<input type="checkbox"/>	<input type="checkbox"/>	I. _____
J. The location of all existing and proposed building (including size and height), driveways and proposed grades, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, railroad lines, service areas, rock ledges and other essential features.	<input type="checkbox"/>	<input type="checkbox"/>	J. _____ _____ _____ _____
4. The location of all existing buildings within fifty feet (50') of the parcel to be developed	<input type="checkbox"/>	<input type="checkbox"/>	4. _____
5. Location of intersecting roads and driveways within two hundred feet (200') of the parcel.			5. _____
6. Location of all points of access to Town roads and State highways.	<input type="checkbox"/>	<input type="checkbox"/>	6. _____
7. A utility plan showing provisions for the following:			
A. Water supply.	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Wastewater disposal including the size and location of all piping, holding tanks, leach field, etc.	<input type="checkbox"/>	<input type="checkbox"/>	B. _____
C. Location, size, grade and invert elevations of sanitary, storm and/or combined sewers.	<input type="checkbox"/>	<input type="checkbox"/>	C. _____
D. Location and size of water mains including location of fire hydrants and valves.	<input type="checkbox"/>	<input type="checkbox"/>	D. _____

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E. Location of gas lines, storage tanks and utility poles .	<input type="checkbox"/>	<input type="checkbox"/>	E. _____
F. A layout indicating how the site will be served by <u>All</u> public utilities.	<input type="checkbox"/>	<input type="checkbox"/>	F. _____
i. Easement required – if the utility company(s) requires an easement to provided services, no final approval shall be granted by the Planning Board until such easements are secured.	<input type="checkbox"/>	<input type="checkbox"/>	i. _____ _____ _____
ii. No Easement required	<input type="checkbox"/>	<input type="checkbox"/>	ii. _____
G. Location, size, and character of all signs.	<input type="checkbox"/>	<input type="checkbox"/>	G. _____
H. Provisions for storage and removal of rubbish.	<input type="checkbox"/>	<input type="checkbox"/>	H. _____
8. Soil types and locations of soil boundaries as certified by the Hillsborough County Soil Conservation Service.	<input type="checkbox"/>	<input type="checkbox"/>	8. _____
9. Existing and proposed topography of the site at a five foot (5') contour interval or two foot (2') if major modifications occur.	<input type="checkbox"/>	<input type="checkbox"/>	9. _____
10. A Stormwater plan in accordance with the Stormwater Management and Erosion Control Regulations	<input type="checkbox"/>	<input type="checkbox"/>	10. _____
11. Landscaping Standards.			
A. A minimum of one (1) shrub for every five feet (5') of building frontage.	<input type="checkbox"/>	<input type="checkbox"/>	A. _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>EXPLANATION</u>
B. Peripheral landscaping			
i. Landscaped strip at least six feet (6') in width located between the paved area and the abutting lines or right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	B i. _____
ii. At least one (1) tree for every 30 feet (30') of landscaped strip.	<input type="checkbox"/>	<input type="checkbox"/>	B ii. _____
C. Within Parking Lots			
i. Interior landscaping or green space encompassing not less than five percent (5%) of the total parking area.	<input type="checkbox"/>	<input type="checkbox"/>	C i. _____
ii. A minimum of one (1) tree for every fifteen (15) parking stations.	<input type="checkbox"/>	<input type="checkbox"/>	C ii. _____
D. Buffer yard(s) with a minimum of six feet (6') in height and a minimum of fifteen feet (15') in width consisting of fencing, evergreen, berms, mounds or combinations thereof. ¹	<input type="checkbox"/>	<input type="checkbox"/>	D. _____
E. Planting Specifications			
i. A minimum of four inches (4") of evenly distributed loam to all disturbed areas for regraded surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	i. _____
ii. Evergreen shrubs shall be a minimum of 2 ½ feet high at planting, full and well branched.	<input type="checkbox"/>	<input type="checkbox"/>	ii. _____
iii. Deciduous or flowering shrubs shall be planted at 3 ½ foot height, full and well branched.	<input type="checkbox"/>	<input type="checkbox"/>	iii. _____

¹ Buffer Yards are required by the Planning Board if there is a need to 1) shield neighboring properties from adverse external effects of a development; or 2) to shield the development from negative impacts of adjacent uses.

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>EXPLANATION</u>
12. Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	12. _____
13. Handicap Provisions			
A. Walks and ramps of suitable width and grade.	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Inclined curb approaches or curbs cut flush with parking areas.	<input type="checkbox"/>	<input type="checkbox"/>	B. _____
C. Ground level building entrances.	<input type="checkbox"/>	<input type="checkbox"/>	C. _____
D. Handicap parking (12' x 20'):	<input type="checkbox"/>	<input type="checkbox"/>	D. _____
1-25 spaces required 1 handicap space			
26-40 spaces required 2 handicap spaces or 5% of spaces			
41-100 spaces required 3 handicap spaces or 4% of spaces			
101-200 spaces required 4 handicap spaces or 3% of spaces			
14. Easements, Deed Restrictions, Dedications, Covenants			
A. Easements of no less than fifteen feet (15') in width.	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Existing or proposed easements shown by a fine dashed line that is clearly labeled/identified.	<input type="checkbox"/>	<input type="checkbox"/>	B. _____
C. Accurate outline of all property to be offered for dedication of public use and of all property that may be reserved by deed restrictions or protective covenant for the common use of the property owners in the subdivision. ²	<input type="checkbox"/>	<input type="checkbox"/>	C. _____ _____
D. Copies of deed restrictions or protective covenants for each definitely restricted section.	<input type="checkbox"/>	<input type="checkbox"/>	D. _____ _____

² Tracts offered for dedication, other than for streets or easements should be designated by a letter or number.

REQUIREMENTS**ON PLAN****NOT APPLICABLE****EXPLANATION**

15. Seal and Certification by a duly registered and licensed civil engineer that all of the aforementioned regulations in this section have been adhered to and conform to all applicable regulations existing in the Town of Milford and the State of New Hampshire.

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15. _____

16. Completion Assurances – to cover the cost of, but not limited to: drainage, landscaping, work involving public ways or utilities, off site improvements, base coat of asphalt, and erosion control measures.

A. An Irrevocable Letter of Credit issues by an authorized New Hampshire bank sufficient to cover the cost of construction; OR

☐☐

A. _____

B. A cash or savings bank book properly endorsed by the Town not to be less than the cost of constructing said items.

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B. _____

ADDITIONAL APPROVALS

A. Approval of the New Hampshire Water Supply and Pollution Control Commission of any proposed septic system(s) or additions to building on a septic system.

☐☐

A. _____

B. Approval of the New Hampshire Special Board and/or the Zoning Board of Adjustment for the relocation,

☐☐

B. _____

filling, dredging or rechanneling of any natural or
manmade drainage area, river, stream, pond, wet area, etc.

C. Approval of the New Hampshire Department of
Public Works and Highways or Milford Department of
Public Works for any required driveway
permits or curb cuts.

☐☐

C. _____

D. Approval of the Milford Department of Community
Development for any required Stormwater
Management and Erosion Control permits.

☐☐

D. _____

E. Approval of the New Hampshire Department of
Environmental Services for any required Shoreland
Protection permits.

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E. _____

Signature of person preparing the Major Site Plan Application Checklist:

Name / Title _____

Date _____